



## JOB ANNOUNCEMENTS PEACE CORPS BENIN

**OPENING DATE:** November 12<sup>th</sup>, 2014

**CLOSING DATE:** November 21<sup>st</sup>, 2014

**POSITION:** Site Development & Regional Volunteer Support Coordinator

**LOCATION:** Natitingou, Benin

**WORK HOURS:** Full-time - 40 hours /week

The function of this position to ensure effective site development, promote the safety and security as well as provide on-going support for Peace Corps Volunteers. This requires effective coordination with many staff and an understanding and appreciation for the aspirations and challenges of being a Peace Corps Volunteer in Benin.

**Required qualifications**

**Education:** At least 04 years University degree

**Experience:** At least two years of substantive experience managing volunteers or supporting volunteerism; working knowledge of Peace Corps operations; Good organizational, communication and interpersonal skills and a demonstrated ability to work with other staff as a team; Experience in training and facilitation and/or the ability to transfer knowledge to peers and partners; Demonstrated ability to work in a multi-cultural setting; Computer skills, proficiency in excel, word and at least a category B Driver's license.

**Language:** Advanced proficiency in oral and written communication in both English and French is required.

**Security Requirements:** A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

**POSITION:** Monitoring, Reporting and Evaluation (MRE)/Grants Specialist

**LOCATION:** Cotonou, Benin

**WORK HOURS:** Full-time - 40 hours /week

The function of this position is the establishment of monitoring systems, coordinating data flows, conducting staff development in MRE, leading volunteer trainings in MRE, and providing leadership and coordination for timely and reliable data for analysis and reporting according to Peace Corps guidance and the requirements of US government funded partnerships. Equally important in this position which requires MRE skills is grants management which includes training and supporting Volunteers in completing successful grant projects from application to completion reports; keeping track of all grants, reporting back to donors and to Peace Corps Washington and using the information to inform and improve programming and training in Peace Corps Benin.

**Required qualifications**

**Education:** At least 04 years University degree

**Experience:** At least two years of substantive experience in Monitoring and Evaluation and Grants Management, working knowledge of Peace Corps operations; Good organizational, communication and interpersonal skills and a demonstrated ability to work with other staff as a team; Experience in training and facilitation and/or the ability to transfer knowledge to peers and partners; Demonstrated ability to work in a multi-cultural setting; and Computer skills, proficiency in excel, word.

**Language:** Advanced proficiency in oral and written communication in both English and French is required.

**Security Requirements:** A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

**To Apply**

Full position description listing all duties and responsibilities is available at Peace Corps Office.

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three traceable references. Applications will only be accepted in English and via electronic mail at [job@bj.peacecorps.gov](mailto:job@bj.peacecorps.gov) by 5:00 PM on the closing date. Be sure to indicate 'Site Development & Regional Volunteer Support Coordinator' or 'Monitoring, Reporting and Evaluation (MRE)/Grants Specialist' in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process.

APPLICATION MUST BE RECEIVED BY DEADLINE.  
*The United States Peace Corps is an Equal Opportunity Employer.*